

RESTRICTED

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

revised by
[REDACTED]
1/4/50

ADMINISTRATIVE INSTRUCTION
[REDACTED]

7 September 1949

STATINTL

SUBJECT: Safety Program.

1. A comprehensive and adequate Safety Program will be developed immediately for this Agency.
2. A committee to develop, implement and constantly check the effectiveness of the Safety Program is hereby appointed with membership indicated below:
 - Chairman - Assistant to the Services Officer
 - Member - Chief, General Services Division, Services Office
 - Member - Medical Officer, Personnel Office
 - Member - Investigator, Physical Security Division, I&S
 - Advisors - Chief of Inspection and Security
Services Officer
Management Officer
3. Each Assistant Director and Staff Chief will provide full cooperation to the committee in discharging its responsibilities.
4. The initial program will be presented by the Committee Chairman to the Executive for approval at the earliest possible date.
5. Attention is invited to the attached copy of a memorandum from the President on this subject dated 31 August 1949, which will constitute the basic guide for the spirit in which our Safety Program will be conducted.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Captain, USN //
Executive

ATTACHMENT: (1)
DISTRIBUTION: A.

STATINTL

C O P Y

THE WHITE HOUSE
WASHINGTON

August 31, 1949

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

I have become increasingly concerned about the humanitarian and economic aspects of accidents in the Federal service. The accident toll among our employees, the cost of employee injuries, damage and destruction of Government property and equipment, and public accident claims against the United States constitute a drain on Federal funds which I wish to see substantially reduced.

While improvement in the accident experience of the Federal Government has been effected, the cost is altogether too high. The establishment of a specific, affirmative policy on its reduction by the Head of each department and agency and the thorough indoctrination therein of all officers and employees are required.

I am confident that you will look into the situation in your department to see if such policy exists and if it is being effectively applied, and will welcome the opportunity to discuss this matter of accident costs with the officers of the Federal Safety Council whom I have asked to confer with you.

/s/
HARRY S. TRUMAN

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

26 October 1949

rescinded by
1/4/50

ADMINISTRATIVE INSTRUCTION

STATINTL

STATINTL

SUBJECT: Safety Program.

STATINTL

Paragraph 2 of Administrative Instruction [REDACTED] dated
7 September 1949, is revised as follows:

- Chairman - Chief, Inspection Division, I&S Staff, or
his designee
- Member - CIA Surgeon
- Member - Chief, Physical Security Division, I&S Staff,
or his designee

- Advisors - Management Officer
Chief, Inspection & Security Staff
Chief, Administrative Staff
Chief, Special Support Staff

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Captain, USN
Executive

DISTRIBUTION: A

d

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
[REDACTED]

4 January 1950

STATINTL

SUBJECT: Safety Program

STATINTL

RESCISSIONS: Administrative Instruction [REDACTED] dated 7 September 1949,
Administrative Instruction [REDACTED] dated 26 October 1949.

1. A Safety Committee, composed of the following membership, will develop, implement and systematically check the effectiveness of the CIA Safety Program:

Chairman - Chief, Inspection Division, Inspection and Security Staff, or his designee

Member - CIA Surgeon

Member - Chief, Physical Security Branch, Inspection and Security Staff, or his designee

Advisors - Management Officer
Chief, Inspection and Security Staff
Chief, Administrative Staff
Chief, Special Support Staff

2. The Chief, Physical Security Branch, Inspection and Security Staff, is hereby designated as the Principal Safety Officer, responsible to the Safety Committee, for direction and coordination of approved CIA safety activities, including but not limited to:

a. Preparation of appropriate safety rules, regulations and changes thereto for submission through the Safety Committee to the Executive for further action.

b. Supervision over safety practices and conditions through continuing surveillance by Physical Security Inspectors, building guards, employees of the General Services Branch and Area Safety Officers.

c. Conduct of necessary investigations of personal injury or property damage accidents.

3. Each Assistant Director and Staff Chief will designate a responsible individual as Area Safety Officer in his office or area who will be responsible to the Principal Safety Officer for:

a. The application and observance of safety rules and regulations in the area or buildings concerned.


-1-

RESTRICTED

RESTRICTED

- b. Taking action to correct unsatisfactory safety practices or conditions on the spot when feasible.
 - c. Reporting all unsafe practices or conditions which are not corrective by him to the Principal Safety Officer.
 - d. Immediately report by telephone all personal injury or serious property damage accidents to the Principal Safety Officer.
4. Physical Security Inspectors, PBA Guard Force, the General Services Branch, and the CIA Surgeon will promptly report to the Principal Safety Officer any unsafe practices or conditions which are observed while performing their normal functions.
5. Each Office and Staff of CIA will furnish the Principal Safety Officer with a copy of each report of accident or injury prepared.
6. The Property Survey Board will furnish the Principal Safety Officer with a statistical report of property damage cases reviewed by the Board at each meeting, showing the item and cost of the property damaged.
7. The Principal Safety Officer will prescribe corrective measures when such measures fall within approved safety rules and regulations. All other corrective measures will be referred through the Safety Committee to the Executive for further action.
8. The Inspection Division, Inspection and Security Staff, is responsible for the survey and evaluation of the Safety Program and will submit appropriate recommendation to the Safety Committee to insure the continued effectiveness of the Program.
9. Each employee of CIA will report unsafe practices and conditions observed to the Area Safety Officer of his office or staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Captain, USN
Executive

STATINTL

DISTRIBUTION: A.

-2-

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

7 September 1949

STATINTL

ADMINISTRATIVE INSTRUCTION

SUBJECT: Safety Program.

1. A comprehensive and adequate Safety Program will be developed immediately for this Agency.

2. A committee to develop, implement and constantly check the effectiveness of the Safety Program is hereby appointed with membership indicated below:

Chairman - Assistant to the Services Officer
Member - Chief, General Services Division, Services Office
Member - Medical Officer, Personnel Office
Member - Investigator, Physical Security Division, I&S
Advisors - Chief of Inspection and Security
Services Officer
Management Officer

3. Each Assistant Director and Staff Chief will provide full cooperation to the committee in discharging its responsibilities.

4. The initial program will be presented by the Committee Chairman to the Executive for approval at the earliest possible date.

5. Attention is invited to the attached copy of a memorandum from the President on this subject dated 31 August 1949, which will constitute the basic guide for the spirit in which our Safety Program will be conducted.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

STATINTL

Captain, USN //
Executive

ATTACHMENT: (1)
DISTRIBUTION: A.

C O P Y

THE WHITE HOUSE
WASHINGTON

August 31, 1949

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

I have become increasingly concerned about the humanitarian and economic aspects of accidents in the Federal service. The accident toll among our employees, the cost of employee injuries, damage and destruction of Government property and equipment, and public accident claims against the United States constitute a drain on Federal funds which I wish to see substantially reduced.

While improvement in the accident experience of the Federal Government has been effected, the cost is altogether too high. The establishment of a specific, affirmative policy on its reduction by the Head of each department and agency and the thorough indoctrination therein of all officers and employees are required.

I am confident that you will look into the situation in your department to see if such policy exists and if it is being effectively applied, and will welcome the opportunity to discuss this matter of accident costs with the officers of the Federal Safety Council whom I have asked to confer with you.

/s/
HARRY S. TRUMAN

JAN 5 1950

WATERS

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION

4 January 1950

SUBJECT: Safety Program

STATINTL

RESCISSIONS: Administrative Instruction [redacted] dated 7 September 1949,
Administrative Instruction [redacted] dated 26 October 1949.

1. A Safety Committee, composed of the following membership, will develop, implement and systematically check the effectiveness of the CIA Safety Program:

Chairman - Chief, Inspection Division, Inspection and Security Staff, or his designee

Member - CIA Surgeon

Member - Chief, Physical Security Branch, Inspection and Security Staff, or his designee

Advisors - Management Officer
Chief, Inspection and Security Staff
Chief, Administrative Staff
Chief, Special Support Staff

2. The Chief, Physical Security Branch, Inspection and Security Staff, is hereby designated as the Principal Safety Officer, responsible to the Safety Committee, for direction and coordination of approved CIA safety activities, including but not limited to:

a. Preparation of appropriate safety rules, regulations and changes thereto for submission through the Safety Committee to the Executive for further action.

b. Supervision over safety practices and conditions through continuing surveillance by Physical Security Inspectors, building guards, employees of the General Services Branch and Area Safety Officers.

c. Conduct of necessary investigations of personal injury or property damage accidents.

3. Each Assistant Director and Staff Chief will designate a responsible individual as Area Safety Officer in his office or area who will be responsible to the Principal Safety Officer for:

a. The application and observance of safety rules and regulations in the area or buildings concerned.


-1-

RESTRICTED

RESTRICTED

- b. Taking action to correct unsatisfactory safety practices or conditions on the spot when feasible.
 - c. Reporting all unsafe practices or conditions which are not corrective by him to the Principal Safety Officer.
 - d. Immediately report by telephone all personal injury or serious property damage accidents to the Principal Safety Officer.
4. Physical Security Inspectors, PBA Guard Force, the General Services Branch, and the CIA Surgeon will promptly report to the Principal Safety Officer any unsafe practices or conditions which are observed while performing their normal functions.
5. Each Office and Staff of CIA will furnish the Principal Safety Officer with a copy of each report of accident or injury prepared.
6. The Property Survey Board will furnish the Principal Safety Officer with a statistical report of property damage cases reviewed by the Board at each meeting, showing the item and cost of the property damaged.
7. The Principal Safety Officer will prescribe corrective measures when such measures fall within approved safety rules and regulations. All other corrective measures will be referred through the Safety Committee to the Executive for further action.
8. The Inspection Division, Inspection and Security Staff, is responsible for the survey and evaluation of the Safety Program and will submit appropriate recommendation to the Safety Committee to insure the continued effectiveness of the Program.
9. Each employee of CIA will report unsafe practices and conditions observed to the Area Safety Officer of his office or staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Captain, USN
Executive

STATINTL

DISTRIBUTION: A.

JAN 05 15 32
RECEIVED
GENERAL FUNDS BRANCH

-2-

RESTRICTED

STATINTL

~~RESTRICTED~~

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION

29 December 1949

SUBJECT: Safety Program

STATINTL

RESCISSIONS: Administrative Instruction [redacted] dated 7 September 1949,
Administrative Instruction [redacted] dated 26 October 1949.

1. A Safety Committee, composed of the following membership, will develop, implement and systematically check the effectiveness of the Safety Program:

Chairman - Chief, Inspection Division, Inspection and Security Staff, or his designee

Member - CIA Surgeon

Member - Chief, Physical Security Branch, Inspection and Security Staff, or his designee

Advisors - Management Officer
Chief, Inspection and Security Staff
Chief, Administrative Staff
Chief, Special Support Staff

2. The organizational structure and functions necessary to administer the approved CIA Safety Program will be as outlined in this Instruction.

3. The Chief, Physical Security Branch, Inspection and Security Staff, is hereby designated as the Principal Safety Officer, responsible to the Safety Committee, with authority to direct and coordinate safety activities approved by the Executive, including but not limited to:

a. Preparation of appropriate safety rules, regulations and changes thereto for all pertinent buildings, areas and operations of CIA for submission to the Safety Committee and final approval and publication by the Executive for further action.

b. Supervision over safety practices and conditions through continuing surveillance by Physical Security Inspectors, building guards, employees of the General Services Branch and Area Safety Officers to be designated as provided herein.

c. Conduct necessary investigations of personal injury or property damage accidents.

~~RESTRICTED~~

RESTRICTED

3 4. ^{Each} Assistant Directors and Staff Chiefs will designate a responsible individual as Area Safety Officer in his office or area who will be responsible to the Principal Safety Officer for:

- a. The application and observance of safety rules and regulations in the area or buildings concerned.
- b. Taking action to correct unsatisfactory safety practices or conditions on the spot when feasible.
- c. Reporting all unsafe practices or conditions which are not corrective by him to the Principal Safety Officer.
- d. Immediately report by telephone all personal injury or serious property damage accidents to the Principal Safety Officer.

5. Physical Security Inspectors, PBA Guard Force, the General Services Branch, and ^{each} CIA Surgeon of the Administrative Staff will promptly report to the Principal Safety Officer any unsafe practices or conditions which are observed ^{while} performing their normal functions.

6. ^{Each} All Offices and Staffs of CIA will furnish the Principal Safety Officer with a copy of each report of accident or injury prepared.

7. The Property Survey Board will furnish the Principal Safety Officer with a statistical report of property damage cases reviewed by the Board at each meeting, showing the item and cost of the property damaged.

8. The Principal Safety Officer will ^{immediate} take corrective action ^{measures} only when such measures fall within the ^{purview} of the prescribed safety rules and regulations. All other corrective measures will be referred to the Safety Committee for ^{recommendations} to the Executive for approval. ^{further action}

9. The Inspection Division, Inspection and Security Staff, is responsible for the survey and evaluation of the Safety Program and will submit appropriate recommendation to the Safety Committee to insure the continued effectiveness of the Program.

10. ^{Each} All employees of CIA will report unsafe practices and conditions ^{observed} to the Area Safety Officer of his office or staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Captain, USN
Executive

DISTRIBUTION: A

RESTRICTED

-2-

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

12/29/47

STATINTL

ADMINISTRATIVE INSTRUCTION

SUBJECT: Safety Program

STATINTL

RESCISSIONS: Administrative Instruction [REDACTED] dated 7 September 1949,
Administrative Instruction [REDACTED] dated 26 October 1949.

1. A Safety Committee, composed of the following membership, will develop, implement and systematically check the effectiveness of the Safety Program:

- Chairman - Chief, Inspection Division, I & S Staff, or his designee
- Member - CIA Surgeon
- Member - Chief, Physical Security Branch, I & S Staff, or his designee
- Advisors - Management Officer
Chief, Inspection and Security Staff
Chief, Administrative Staff
Chief, Special Support Staff

2. The organizational structure and functions necessary to administer the approved CIA Safety Program will be as outlined in this Instruction.

3. The Chief, Physical Security Branch, Inspection and Security Staff, is hereby designated as the Principal Safety Officer, responsible to the Safety Committee, with authority to direct and coordinate safety activities approved by the Executive, including but not limited to:

- a. Preparation of appropriate safety rules, regulations and changes thereto for all pertinent buildings, areas and operations of

RESTRICTED

RESTRICTED

CIA for submission to the Safety Committee and final approval and publication by the Executive.

b. Supervision over safety practices and conditions through continuing surveillance by physical security Inspectors, Building guards, employees of the General Services Branch and Area Safety Officers to be designated as provided herein.

b. Conduct necessary investigations of personal injury or property damage accidents.

4. Assistant Directors and Staff Chiefs will designate a responsible individual as Area Safety Officer in his office or area who will be responsible to the Principal Safety Officer for:

a. The application and observance of safety rules and regulations in the area or buildings concerned.

b. Taking action to correct unsatisfactory safety practices or conditions on the spot when feasible.

c. Reporting all unsafe practices or conditions which are not corrective by him to the Principal Safety Officer.

d. Immediately report by telephone all personal injury or serious property damage accidents to the Principal Safety Officer.

5. Physical Security Inspectors, PBA Guard Force, the General Services Branch, and CIA Surgeon of the Administrative Staff will promptly report to the Principal Safety Officer any unsafe practices or conditions which are observed in performing their normal functions.

6. All Offices and Staffs of CIA will furnish the Principal Safety Officer with a copy of each report of accident or injury prepared.

7. The Property Survey Board will furnish the Principal Safety Officer with a statistical report of property damage cases reviewed by

-2-

RESTRICTED

RESTRICTED

the Board at each meeting, showing the item and cost of the property damaged.


8. The Principal Safety Officer will take corrective action only when such measures fall within the purview of the prescribed safety rules and regulations. All other corrective measures will be referred to the Safety Committee for recommendations to the Executive for approval.

9. The Inspection Division, Inspection and Security Staff, is responsible for the survey and evaluation of the Safety Program and will submit appropriate recommendation to the Safety Committee to insure the continued effectiveness of the program.

10. All employees of CIA will report unsafe practices and conditions to the Area Safety Officer of his office or staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Captain, USN
Executive

DISTRIBUTION:

CONCURR:

-3-

RESTRICTED

STANDARD FORM NO. 64

RESTRICTED

Office Memorandum • UNITED STATES GOVERNMENT

STATINTL

TO : Management Officer
ATTN : [REDACTED]
FROM : Chairman, Safety Committee
SUBJECT: Safety Program

DATE: 23 December 1949

1. Returned herewith are the "Proposed CIA Safety Program" and the proposed reissue of Administrative Instruction [REDACTED] which were sent to the Safety Committee on 20 December for concurrence.

STATINTL

2. The Committee concurs in the "Proposed CIA Safety Program" and requests that when it is approved by the Executive, the Committee be advised and furnished with a copy thereof.

STATINTL

3. The Committee concurs in the proposed new Administrative Instruction [REDACTED] as an implementation of the "Proposed CIA Safety Program" as presented.

4. The Committee wishes to invite attention to the fact that the "Proposed CIA Safety Program" and Administrative Instruction have assigned to the CIA Surgeon and the Chief, Physical Security Branch, as consonant with their CIA duties, certain working functions within the organizational structure of the Safety Program, and that their memberships on the Committee, with responsibilities for checking the effectiveness of the program, may not be compatible with such working assignments.

STATINTL

[REDACTED]
Chairman, Safety Committee

Attachments (2)

RESTRICTED

12/23/49

RESTRICTED

Executive

27 December 1949

Management Officer

CIA Safety Program

STATINTL

1. Recommend that the attached Administrative Instruction No. [REDACTED] and Proposed CIA Safety Program be approved.
2. Both papers indicated above have the concurrence of the Safety Committee. The Committee does, however, call attention to the fact that the CIA Surgeon and the Chief, Physical Security Branch, Security Division, Inspection and Security Staff, will have dual responsibilities, one as a member of the Safety Committee and the other as head of an operating activity. It is not believed that this dual responsibility will have any adverse effect on the program as outlined.
3. The recommendation made in paragraph 1 is based on the belief that the proposed Instruction will provide the best solution within presently available means. It is the opinion of this Staff that a better solution would be provided by the employment of a full-time safety engineer to head up the program. It is recommended that further consideration be given to the employment of a well-qualified safety engineer for the Agency, or as an alternate recommendation, appoint one individual who will be charged with responsibility for safety activity and who will be required to devote full time to the Safety Program.

Attachments: 2

1. Administrative Instruction [REDACTED]
 - PEA/ms/2. Proposed CIA Safety Program
- cc: Subject File ✓

STATINTL

STATINTL

RESTRICTED

STANDARD FORM NO. 64

Office Memorandum

UNITED STATES

Executive Registry
0-7104

STATINTL

MENT

TO : Executive

DATE

1949

FROM : Management Officer

STATINTL

SUBJECT: Revision of Administrative Instruction
Subject: Safety Program

1. Transmitted herewith is a revised Administrative Instruction [redacted] subject Safety Program, inasmuch as the present Administrative Instruction [redacted] dated 7 September 1949 is no longer applicable for the following reasons:

STATINTL
STATINTL

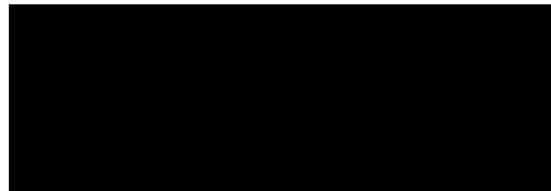
a. The committee was constituted by position title. For example, there is no longer any such position as "Assistant to the Services Officer".

b. The Medical Officer is now known as the CIA Surgeon, and is no longer in the Personnel Office, and there is no such thing as a "Services Officer", one of the positions listed under Advisors.

2. In this particular case and to further complicate the matter, the former Chairman of this committee, [redacted], is now assigned to the Management Staff, and is no longer a part of the Safety Program.

STATINTL
STATINTL

3. The attached proposed revision of Administrative Instruction [redacted] is submitted for approval.



1 Attachment

STATINTL

STATINTL

DRAFT - [REDACTED] - October 20, 1949

STATINTL

ADMINISTRATIVE INSTRUCTION
[REDACTED]

Date: 26 October 49

SUBJECT: Safety Program.

STATINTL

Paragraph 2 of Administrative Instruction [REDACTED] dated
7 September 1949, is revised as follows:

- Chairman - Chief, ^{Inspection} Services Division, Administrative Staff *I + S Staff or his designee*
- Member - CIA Surgeon, Medical Division, Administrative Staff
- Member - ~~Investigator~~, Physical Security Division, Inspection & Security Staff *or his designee*
- ~~Member - Chief, Procurement & Supply Division, Special Support Staff~~
- Advisors - Management Officer
 - Chief, Inspection & Security Staff
 - Chief, Administrative Staff
 - Chief, Special Support Staff

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
STATINTL

2-15

| UNCLASSIFIED | | RESTRICTED | CONFIDENTIAL | SECRET |
|--|--------------------------|------------|---------------|--------|
| (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM) | | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | |
| TO | | INITIALS | DATE | |
| 1 | <i>Management Office</i> | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| FROM | | INITIALS | DATE | |
| 1 | <i>Deputy Exec</i> | <i>DB</i> | <i>6 Sept</i> | |
| 2 | | | | |
| 3 | | | | |

| | | |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

REMARKS: *I have rewritten your directive mainly to include the responsibility of the Exec and to avoid setting up an independent committee authorized to issue direct instructions to the agency. I'm surprised at you!*

SECRET
CONFIDENTIAL
RESTRICTED
UNCLASSIFIED

FORM NO. 30-4
SEP 1947

STATINTL

Administrative Instruction
No. 60-16
Subject: Safety Program

September 1949

Series

1. A comprehensive and adequate Safety Program will be developed immediately for this Agency, and put into effect and constantly ~~maintained~~.

2. A committee to develop, implement and constantly check the effectiveness of the Safety Program is hereby appointed with membership indicated below:

Chairman -

Member -

Member -

Member -

Advisors - Chief of G & S
Services Offices
Management Offices

3. Each Assistant Director and Staff Chief will provide full cooperation to the committee in discharging its responsibilities.

4. The initial program will be presented to the Executive by the Committee Chairman ^{for approval} at the earliest possible date.

5. Attention is invited to the attached copy of a memorandum from the President on this subject dated 31 Aug 1949, which will constitute the basic guide for the spirit in which our Safety Program will be ~~carried out~~ conducted.

IN

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INFORMATION

6 September 1949

STATINTL

SUBJECT: Safety Program

1. A safety program is hereby established to insure the safety of CIA employees. The following committee is established to carry out this program:

Chairman - Assistant to the Services Officer
Member - Chief, General Services Division
Member - Medical Officer
Member - Investigator, Physical Security Division, I&S.

2. Functions of Safety Committee. The safety committee will:

- a. Establish a safety program within CIA.
- b. Inspect working conditions and equipment.
- c. Prepare and issue safety bulletins.
- d. Procure and post safety posters.
- e. Procure technical assistance from Public Buildings Administration, and other appropriate sources.
- f. Make recommendations to the Services Officer concerning safety conditions.

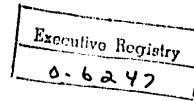
3. The committee will meet at the call of the chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive

DISTRIBUTION: A.



THE WHITE HOUSE
WASHINGTON

August 31, 1949

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

I have become increasingly concerned about the humanitarian and economic aspects of accidents in the Federal service. The accident toll among our employees, the cost of employee injuries, damage and destruction of Government property and equipment, and public accident claims against the United States constitute a drain on Federal funds which I wish to see substantially reduced.

While improvement in the accident experience of the Federal Government has been effected, the cost is altogether too high. The establishment of a specific, affirmative policy on its reduction by the Head of each department and agency and the thorough indoctrination therein of all officers and employees are required.

I am confident that you will look into the situation in your department to see if such policy exists and if it is being effectively applied, and will welcome the opportunity to discuss this matter of accident costs with the officers of the Federal Safety Council whom I have asked to confer with you.

A large, stylized handwritten signature, likely of Harry Truman, written in dark ink.

OCT 28 1949

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

WATERS

File

ADMINISTRATIVE INSTRUCTION

26 October 1949

STATINTL

SUBJECT: Safety Program.

Paragraph 2 of Administrative Instruction No. 60-16, dated 7 September 1949, is revised as follows:

- Chairman -- Chief, Inspection Division, I&S Staff, or his designee
- Member -- CIA Surgeon
- Member -- Chief, Physical Security Division, I&S Staff, or his designee
- Advisors -- Management Officer
Chief, Inspection & Security Staff
Chief, Administrative Staff
Chief, Special Support Staff

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive

STATINTL

STATINTL

DISTRIBUTION: A



*Noted
Rm P.T.
4-11-49*

d

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

revised
AI [redacted]
11/4/50

STATINTL

ADMINISTRATIVE INSTRUCTION
[redacted]

26 October 1949

SUBJECT: Safety Program.

STATINTL

Paragraph 2 of Administrative Instruction [redacted] dated
7 September 1949, is revised as follows:

STATINTL

- Chairman -- Chief, Inspection Division, I&S Staff, or
his designee
- Member -- CIA Surgeon
- Member -- Chief, Physical Security Division, I&S Staff,
or his designee
- Advisors -- Management Officer
Chief, Inspection & Security Staff
Chief, Administrative Staff
Chief, Special Support Staff

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]

Executive

STATINTL

DISTRIBUTION: A

d